



## IMPORTANT

Have you enclosed a legible summary of the clinical findings, laboratory data, operative findings or report, and specific treatment? Cases selected for inclusion in specific registries often require additional information. Clinical or gross photos, pertinent X-rays, CT scans, MRI scans, echograms, angiograms, and similar diagnostic studies add substantially to the education value of the case. They are highly desired by some departments and required by others.

## COMMENTS AND REQUESTS

## JPC RETENTION POLICY

1. MICROSCOPIC SLIDES SUBMITTED WITH EACH CASE ARE RETAINED PERMANENTLY. Under certain circumstances original slides may be returned to the Contributor if requested by the Contributor and approved by the JPC. If slides are returned, then each slide will be digitized at the expense of the Contributor.
2. Blocks are retained for a minimum of ten (10) years, unless return is requested by the Contributor at the time the case is submitted. Contributors may request return or loan of blocks at some later time. If blocks are returned, then JPC will retain representative diagnostic material.
3. Other pathologic material, X-rays, CT scans, MRI scans, echograms, angiograms, photographs, and similar diagnostic studies may be retained for education and research or discarded.

## PRIVACY ACT STATEMENT

1. AUTHORITY: 5 U.S.C. 301 and 10 U.S.C 176, 5 U.S.C. 552a, 10 U.S.C 1079b.
2. PRINCIPAL PURPOSES: Medical information received is considered during the consultative process and is used to form a database for education and research in pathology. Other patient information is used for filing and retrieval of consultation records. Information concerning the contributor is used to maintain contributor mailing lists.
3. ROUTINE USES:
  - a. In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use as follows.
  - b. Pathology consultation records are tracked in the Pathology Information Management System database for filing and retrieval of records, medical research, and statistical purposes. Individual consultation records may be released to the contributing medical care provider (physician, veterinarian), when required by law or as otherwise permitted by 45 C.F.R. 164.
  - c. The DoD 'Blanket Routine Uses' set forth at the beginning of the Army's compilation of systems of records notices also apply to this system.
  - d. Pathology consultation records contain individually identifiable health information. The DoD Health Information Privacy Regulation (DoD 6025.18-R) issued pursuant to the Health Insurance Portability and Accountability Act of 1996, applies to most such health information. DoD 6025.18-R may place additional procedural requirements on the uses and disclosures of such information beyond those found in the Privacy Act of 1974 or mentioned in this Privacy Act Notice.
4. PROVISION OF INFORMATION: The provision of patient information requested on this form is voluntary. However, if the information is not furnished, a consultation may not be possible. If so, the material submitted may be returned at the discretion of the JPC without a consultation.

**This form may be reproduced by the contributor or requested from JPC.**